



2020
CLEAN ELECTIONS
WORKSHOP

Workshop Overview

- Arizona Citizens Clean Elections Act
- Arizona Election Basics
- \$5 Qualifying Contributions
- Clean Elections Funding: Applying and Qualifying
- Campaign Finance: Reporting Requirements, Contributions, Expenditures, and Usage of Funds
- Voter Education: Candidate Statement Pamphlets, Debates, and Commission Tools

ARIZONA
Citizens Clean Elections Act

What is the Citizens Clean Elections Act?

- In 1998, the people of Arizona passed the Citizens Clean Elections Act.
- The Act promotes participation in democracy and fights corruption in politics.
- The Act established a campaign finance system which includes:
 - Voter education,
 - Campaign finance enforcement, and
 - The distribution of Clean Elections funding.

Clean Elections' Purpose

- To restore citizen participation and confidence in our political system, improve the integrity of Arizona State government and promote freedom of speech under the U.S. and Arizona Constitutions.

Where does Clean Elections Funding come from?

- The Clean Elections Commission does not receive appropriations from the legislature.
 - No tax dollars from the general fund.
 - The Clean Elections Commission and candidate funding is NOT taxpayer monies.
- Independent funding created by voters.
 - \$5 contributions, collected by Participating Candidates in order to qualify for funding.
 - A 10% surcharge assessed on civil penalties and criminal fines throughout the state.
 - Commission penalties assessed through enforcement actions.
 - Small voluntary donations (rare).

ARIZONA ELECTIONS

The Basics

Recognized Parties and Independents

- Currently recognized in Arizona*:
 - Democratic
 - Green
 - Libertarian
 - Republican
- Parties must qualify for ballot recognition via petition.
- Maintaining recognition is dependent upon the number of registered voters or the number of votes cast at the last general election for the office of governor.
- Independent - Any registered voter that is not a member of a recognized party.
- Independent candidates may qualify for the General Election ballot under a §16-341 designation.
- Independent candidates do not appear on the Primary Election ballot.

* April 2019 Voter Registration Count Totals

Statement of Organization and Statement of Interest

- Candidates are required to register as a committee by filing a Statement of Organization with the Secretary of State's Office
 - Filed electronically via the campaign finance reporting system.
 - Must file within 10 days of receiving contributions or made expenditures of \$1,100 - in any combination.
- The Commission recommends individuals considering participation in the clean elections program file a Statement of Organization before making any expenditures or accepting any contributions.
- Potential candidates are also required to file a Statement of Interest with the Secretary of State's Office.

Becoming a Participating Candidate

000019002
 Initial Application
 Amended Application

STATE OF ARIZONA
 APPLICATION FOR CERTIFICATION
 AS A PARTICIPATING CANDIDATE

Pursuant to Arizona Revised Statutes §§16-947 and 948 and AAC R2-20-104 (D)

COMMITTEE ID NUMBER: 200810011
 DATE: 5/16/2008

NAME OF CANDIDATE: JOE CANDIDATE
 OFFICE SOUGHT: STATE SENATOR - DISTRICT NO. 30
 PARTY AFFILIATION: REPUBLICAN
 ELECTION CYCLE: 2008

CANDIDATE'S ADDRESS: 123 USA STREET, PHOENIX, AZ 85000
 CANDIDATE'S TELEPHONE #: (602) 555-0000
 CANDIDATE'S FAX #: (602) 555-0001
 CANDIDATE'S EMAIL ADDRESS: ELECTCANDIDATE@AZCLEANELECTIONS.GOV

NAME OF POLITICAL COMMITTEE: JOE CANDIDATE
 COMMITTEE ADDRESS: 123 USA STREET, YOUR CITY, AZ 85000
 COMMITTEE MAILING ADDRESS (if different from above): 123 USA STREET, YOUR CITY, AZ 85000
 COMMITTEE TELEPHONE #: (602) 555-0000
 COMMITTEE FAX #: (602) 555-0001
 COMMITTEE EMAIL ADDRESS: ELECTCANDIDATE@AZCLEANELECTIONS.GOV

NAME OF DESIGNATED INDIVIDUAL WITH AUTHORITY TO WITHDRAW FUNDS (IF APPLICABLE) (A.R.S. §16-948):
 DESIGNATED INDIVIDUAL'S ADDRESS: CITY, STATE, ZIP
 DESIGNATED INDIVIDUAL'S TELEPHONE #: DESIGNATED INDIVIDUAL'S FAX #: DESIGNATED INDIVIDUAL'S EMAIL:

LIST THE NAME OF THE FINANCIAL INSTITUTION FROM WHICH THE CANDIDATE AND THE DESIGNATED INDIVIDUAL WILL CONDUCT ALL FINANCIAL ACTIVITY FOR THE CANDIDATE'S CAMPAIGN COMMITTEE (Do not list account numbers). (A.R.S. §16-948(A))
 NAME OF FINANCIAL INSTITUTION: BANK OF AMERICA

DESIGNATED CANDIDATE'S STATEMENT (if applicable) (A.R.S. §16-948(B)): I hereby designate _____ as my duly authorized Designated Individual, with the authority to withdraw funds and make expenditures from my campaign account on my behalf.

Candidate's Signature _____ Date _____

PAGE 1 of 2 Office Revision 9/07

- File Application for Certification as a Participating Candidate:
 - Filed with Secretary of State's Office.
 - Reviewed by Commission Staff.
 - Deadline is July 28, 2020
- If Statement of Organization is filed the same day as Application for Certification, no campaign finance report is necessary.
- If filed separately, a campaign finance report detailing all financial activity is required.
- Candidates are notified within 7 calendar days if they are certified.

Required Candidate Filings for Running for Office

- Any person desiring to become a statewide or legislative candidate and to have the person's name printed on the official ballot shall file with the Secretary of State's Office:
 - Nomination Petitions
 - Nomination Paper
 - Financial Disclosure Statement
 - Filed electronically by e-mail to financial.disclosure@azsos.gov
 - No longer needs to be notarized.
 - Candidate Filing Period: March 7, 2020 through April 6, 2020 at 5:00 p.m.

Write-In Candidates

- A write-in candidate must file all the documents that are required for other candidates (except nomination petitions), not later than 40 days prior to the Primary or General Election.
- Last Day to File as a Write-In Candidate Primary Election: June 25, 2020.
- Last Day to File as a Write-In Candidate General Election: Sept. 24, 2020.
- Only candidates who file complete, timely documents will:
 - Be considered “official write-in candidates,”
 - Have their names posted in the polling places and their votes counted,
 - Not be listed on the ballot or on an insert in an early ballot envelope.

\$5 Qualifying Contributions

Qualifying Period

August 1, 2019 – July 28, 2020

- During the qualifying period candidates can:
 - Collect \$5 qualifying contributions
 - Submit \$5 qualifying contributions to the Secretary of State's Office to receive Clean Elections funding
 - Raise and Spend Limited Contributions:
 - Early Individual Contributions
 - Personal & Family Contributions
- Ends one week before the 2020 Primary Election.

Qualifying Contributions Required

	Corporation Commission	Legislature
Minimum	1,500	200
*Recommended 20% More	1,800	240

*Commission recommends collecting at least 20% more than required.

- The deadline to collect contributions
 - July 28, 2020
- The deadline to submit contributions:
 - August 4, 2020

\$5 Qualifying Contributions

- \$5 exactly, cash or check made payable to the candidate's campaign committee;
- Contributors:
 - Registered voters in the district;
 - May register person to vote, collect same day;
 - From any party affiliation;
 - Nothing of value can be exchanged for a contribution;
 - Married couples:
 - May give \$10;
 - Both must sign check;
 - Submit separate forms;
- Solicited or Unsolicited:
 - Solicitor must be eligible to register to vote;
 - Cannot be compensated to collect \$5.

\$5 Qualifying Contribution Forms

CITIZENS CLEAN ELECTIONS COMMISSION
QUALIFYING CONTRIBUTION FORM
FORMULARIO DE CONTRIBUIDOR AL FONDO DE
CIUDADANOS PARA ELECCIONES LIMPIAS

\$5 Qualifying Contribution

For Office Use Only:
Para Uso de Oficina
Reg ID _____
District _____

CANDIDATE'S NAME (Please Print): _____
Nombre del Candidato (Favor de escribir con letra de imprenta)

OFFICE SOUGHT (Include District for Legislative Office): _____
Cargo Buscado (Incluya el Distrito para un Cargo Legislativo)

CONTRIBUTOR'S NAME (Please Print): _____
Nombre del Contribuidor (Favor de escribir con letra de imprenta)

VOTER REGISTRATION ADDRESS LEGISLATIVE DISTRICT: _____
Dirección de registro del votante Distrito Legislativo

STREET CITY ZIP COUNTY
Calle Ciudad Código Postal Condado

E-MAIL ADDRESS _____
Dirección de Correo Electrónico

SIGNATURE OF CONTRIBUTOR DATE OF CONTRIBUTION
Firma del Contribuidor Fecha del la Contribución

SOLICITOR'S NAME (Please Print): _____
Nombre del Solicitante (Favor de escribir con letra de imprenta)

STREET CITY ZIP COUNTY
Calle Ciudad Código Postal Condado

I, the undersigned, upon my oath and under penalty of perjury, certify that I received a \$5.00 contribution from the above contributor, who is to the best of my information and knowledge, a qualified elector of this state.
Yo, el suscrito, bajo juramento y bajo pena de perjurio, certifico que recibí una contribución de \$5.00 del donante de arriba, quien es, a mi leal saber y entender, un elector calificado de este estado.

SIGNATURE OF SOLICITOR: _____
Firma del Solicitante

"I am exploring a candidacy for elected office. Your contribution is a measure of grassroots support for my potential candidacy. If I formally declare as a candidate, I will use your contribution for my campaign. I may use the contribution as a qualifying contribution if I opt to participate in the clean elections campaign finance system. If I choose not to run for office, this contribution will be returned to the contributor or remitted to the fund."
"Estoy explorando una candidatura para un puesto electoral. Su contribución es una medida de apoyo local a mi candidatura potencial. Si declaro mi candidatura formalmente, usaré su contribución para mi campaña. Puedo usar la contribución como una contribución válida si decido participar en el sistema de finanzas de la campaña de elecciones limpias. Si decido no participar en la contienda por el puesto, esta contribución será devuelta al/a la contribuyente o remitida al fondo"

Rev. 12/09
File with the Office of the Secretary of State
Presente a la Oficina del Secretario de Estado

- The Commission provides qualifying contribution forms to candidates free of charge
 - Up to the recommended 20%
- Candidates may develop their own form, but it must be submitted for Commission approval prior to use.
 - Forms shall include:
 - printed name,
 - registration address,
 - signature of the contributor,
 - contribution date, and
 - solicitor information, if applicable.
- Original – for submission with the application for funding,
- 1 copy for the candidate's records, and,
- 1 copy given to the contributor.

\$5 Qual. Contributions & E-Qual

WELCOME to E-Qual Arizona Secretary of State
Citizens Clean Elections Commission 

Interested in getting involved in the political process?
With E-Qual, it's never been easier. It's simple to use,
secure, and convenient.

With E-Qual, you can show your support for a candidate
from the comfort of your home or anywhere internet
access is available.

In Arizona, candidates are required to obtain a minimum
number of petition signatures to appear on a ballot.
Voters interested in assisting Statewide and Legislative
candidates can now sign a petition electronically.

Clean Elections candidates are required to obtain \$5
qualifying contributions from registered voters to qualify
for public funding. Voters may now contribute a \$5
qualifying contribution with E-Qual.

Click on a box below to get started now!

**SIGN A
CANDIDATE
NOMINATING
PETITION**



Arizona Secretary of State

**CONTRIBUTE A
\$5 DOLLAR
QUALIFYING
CONTRIBUTION**



Citizens Clean Elections Commission

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Privacy Policy

- Optional method of collecting petition signatures and \$5 Qualifying Contributions.
- Accessible through the Secretary of State's candidate portal.
- A candidate may collect all of their \$5 qualifying contributions through E-Qual.
- Candidates will need to set up a PayPal account.
 - Candidates should refer to the E-Qual User Manual when establishing the campaign's PayPal account, available at www.azcleelections.gov

CLEAN ELECTIONS FUNDING

Applying And
Qualifying

W-9 Vendor Application Form

Purpose: Establish or update a vendor account with the State of Arizona. This form meets the Federal requirements to request a taxpayer identification number (TIN), request certain certifications and claims for exemption, as well as the State of Arizona requirements for vendor establishment.

Instructions: Complete form if:

- You are a U.S. person (including a resident alien);
- You are a vendor that provides goods or services to an Arizona state agency; AND
- You will receive payment from the State of Arizona.

Return completed form to the state agency with whom you do business, for review and authorization. See instructions below or refer to the IRS instructions at www.irs.gov for details on completing this form.

Type of Request (Must select at least ONE)

New Request Change (Select the type(s) of change from the following: Tax ID Legal Name Entity Type Minority Business Indicator (Additional Mail Code) Remittance Address Contact Information

Taxpayer Identification Number (TIN) (Provide ONE only)

Individual Security Number (SSN) _____ OR Federal Employer Identification Number (FEIN) _____

Entity Type (Must select one of the following (Coding (XX) is for internal purposes only))

Individual/Sole Proprietor or Sole Proprietor organized as LLC, PLLC (01) State of Arizona employee (10) STATE HHS 01M
 Corporation NOT providing health care, medical or legal services (0A) LLC, PLLC organized as corporation NOT providing health care, medical or legal services (0A)
 Corporation providing health care, medical or legal services (0B) LLC, PLLC organized as corporation providing health care, medical or legal services (0B)
 Partnership, LLP or Partnership organized as LLC or PLLC (0C) A state, a possession of the US, or any of their political subdivisions or instrumentalities (AG)
 An international organization or any of its agencies/instrumentalities (0U) Other: Tax Reportable Entity (0F) description: _____
 The US or any of its political subdivisions or instrumentalities (0G) Other: Tax Exempt Entity (0H)

Entity Name (Must Provide Legal Name)

Legal Name? _____

Main Address (Where tax information and general correspondence is to be mailed) Remittance Address (Where payment is to be mailed) Same as Main Address

BA/Branch/Location _____ DBA/Branch/Location _____
 Address _____ Address _____
 City _____ State _____ Zip code _____ City _____ State _____ Zip code _____

Minority Business Indicator (Must select one of the following (Coding (XX) is for internal purposes only))

Small Business (01) Small Woman Owned Business - Hispanic (01) Minority Owned Business - African American (04)
 Small Business - African American (02) Small Woman Owned Business - Native American (02) Minority Owned Business - Asian (02)
 Small Business - Asian (04) Small Woman Owned Business - Other Minority (01) Minority Owned Business - Hispanic (04)
 Small Business - Hispanic (05) Woman Owned Business (03) Minority Owned Business - Native American (05)
 Small Business - Native American (07) Woman Owned Business - African American (07) Minority Owned Business - Other Minority (02)
 Small Business - Other Minority (05) Woman Owned Business - Asian (08) Non-Profit (IRC 501(c) (8))
 Small Woman Owned Business (06) Woman Owned Business - Hispanic (09) Non-Small, Non-Minority or Non-Woman Owned Business (00)
 Small, Woman Owned Business - African American (09) Woman Owned Business - Native American (01) Individual, Non-Business (00)
 Small, Woman Owned Business - Asian (08) Woman Owned Business - Other Minority (08)

Vendor Contact Information

Name _____ Title _____
 Phone # _____ Ext. _____ Fax _____ Email _____

Certification Exempt from backup withholding

I, the number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding; or (c) I have a correct TIN on file with the IRS and I am not subject to backup withholding AND I am a U.S. person (including U.S. resident alien). Certification Instructions: You must not return this form if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

Signature _____ Title _____ Date _____

STATE OF ARIZONA AGENCY USE ONLY VENDOR: DO NOT WRITE BELOW THIS LINE

Agency Authorization: Print Name _____ Signature _____ Title _____
 Phone # _____ Email _____ Date _____

STATE OF ARIZONA GAO USE ONLY VENDOR & STATE AGENCY: DO NOT WRITE BELOW THIS LINE

IRS TIN Matching Corporation Commission Vendor Number _____ Processed by _____ Date Processed _____
 HRIS GAO-03 Other

GAO W-9 Revised 11/06/2007

- Fill out an Arizona W-9 Form and return form to the Commission office.
- Form available online: https://gao.az.gov/sites/default/files/GAO-W-9_072815-S%26S%26A.pdf
- This form designates the candidate as a vendor and allows the Commission to process a check once the candidate is approved for funding.

Prior to Applying for Funding

- Collect at least 20% more qualifying forms than required
- Verify the \$5 qualifying forms before submitting them
 - The County Recorders offer access to the Voter Registration Database for verification
 - Verify the forms are:
 - Signed
 - Dated
 - Person is registered to vote in the district
- ***Remember the Deadline! Don't Procrastinate!***
 - Submit contributions to Secretary of State's Office [before August 4, 2020.](#)

Contents of Filing for Funding

- Application to Receive Participating Funds including:
 - The \$5 Qualifying Contribution List.
 - E-Qual Report if \$5 Qualifying Contributions were collected through E-Qual system.
- All **original** \$5 qualifying contribution forms sorted by county.
- A check made payable to “Clean Elections Fund” from your campaign bank account for the total amount of \$5 qualifying contributions submitted.
- Contact the Secretary of State’s Office ahead to make an appointment for filing your application package.
 - Candidates can apply for funding starting January 1, 2020 if they also submit their nomination papers and petitions as the same time.

\$5 Qualifying Contribution Verification Process

- Secretary of State will forward your \$5 qualifying forms to the County Recorder for verification
 - The County Recorder has 10 days to verify your forms.
- County Recorders will reject the qualifying form if:
 - Unsigned
 - Undated
 - Signature doesn't match voter registration signature
 - Person is not registered to vote in the district
 - Original reporting slip does not accompany contribution

Random Sample Procedure

- A 5% or 20% random sample is selected by the Secretary of State's office.
- Sent to the County Recorder(s) office for verification.
- Sample accuracy more than 110%:
Funding Granted!
- Sample accuracy less than 110%:
All qualifying contributions must be verified!

20% Random Sample Procedure Example

- Legislative Candidate Assumption:
- A candidate for a legislative seat submits 240 qualifying contributions.
- Secretary of State takes 20% sample of 240, which is 48.
 - If 48 of the 48 are valid, 48×5 is 240, $240/200$ is 120% which is above 110%. Therefore, funding is granted.
 - If 43 of the 48 are valid, 43×5 is 215, $215/200$ is 108% which is below 110%. Therefore, all 240 \$5 qualifying contribution forms must be verified by the county recorder.

*5% Random Sample Procedure Example can be found in the Clean Elections Guide.

Supplemental Submission

- If there is an insufficient number of valid forms after the county recorder checks all of the submitted forms, the candidate may make *one supplemental filing* to the Secretary of State's office only if:
 - The candidate files at least the minimum number of additional forms needed to qualify for funding;
 - The additional forms are not duplicates from individuals who have previously contributed to that candidate; and
 - Deadlines for collecting and submitting \$5 qualifying contributions have not passed.
- The candidate will be denied funding if following the supplemental filing, the county recorder determines that the candidate has failed to submit the required number of valid qualifying contributions.

Receiving Funds

- The Secretary of State's office will notify the Commission once you have qualified for funding
- Once notified, the Commission will process a check. The check is typically available by the next business day after 2:00 p.m.
- Commission staff will call to notify you when the check will be available
 - FedEx (signature required – for security purposes)
 - Pick up at Commission office

Clean Elections Funding Amounts

Election Funding	Corporation Commission	Legislature
Primary	\$116,016	\$18,121
General	\$174,024	\$27,182
Independent	\$203,028	\$31,712

- **Independent candidates:**

- Receive a single disbursement of 70% of the combined primary and general election funds.

- **One Party Dominate Legislative Candidates:**

- Legislative candidates who are in a one-party dominant district may choose to receive the general funding amount in the primary election if they are in the dominant party and in a contested primary.
- Candidates who make this choice will receive an amount equal to the primary election funding amount in the general election

CAMPAIGN FINANCE

*Reporting Requirements,
Contributions, Expenditures, and
Usage of Funds*

Campaign Finance Disclosure

- Candidates must file campaign finance reports electronically with the Secretary of State's office.
 - Accessed through the Secretary of State's website at www.azsos.gov
 - Each report must include all contributions, expenditures, outstanding debt, and financial activity for the reporting period.
- Participating candidates are required to file up to 10 campaign finance reports.
 - Reports are reviewed by the Commission staff.

Campaign Contributions

A.R.S. §16-901(11)

- “**Contribution**” means any gift, subscription, loan, advance or deposit of money or anything of value made for the purpose of influencing an election. This includes:
 - A contribution that is made to retire campaign debt from a previous election cycle.
 - Money or fair market value of anything that is directly or indirectly provided to an elected official for the specific purpose of defraying the expense of communications with constituents.
 - The full purchase price of any item from a committee.
 - A loan that is made to a committee for the purpose of influencing an election, to the extent the loan remains outstanding

Early Individual Contributions

Candidate Type	Early Contribution Limit
Corporation Commission	\$29,004
Legislature	\$4,530

- Contributions collected during the Qualifying Period only
 - \$170 per individual - monetary, in-kind contribution or loan
 - Received from individuals only
 - Does not have to be resident of Arizona
 - Does not have to be registered to vote
 - Legal residents of the United States only
 - May not be received from PACs, corporations, businesses, unions, LLC, etc.
- Must be received and spent by July 28, 2020
 - Any remaining early contributions must be sent to the Commission.

Personal & Family Early Contributions

- Candidates may spend a limited amount of their own monies or family monies on their campaign.
 - Statewide: \$1,520
 - Legislature: \$770
- Personal and family contributions are in addition to early individual contributions.
- Personal monies include contributions from certain family members:
 - Parent, grandparent, aunt, uncle, child or sibling...or the candidate's spouse, including the spouse of any of the listed family members...
- Personal contributions must be spent by July 28, 2020.
 - Any unspent personal contributions must be returned to the contributor.

Other Early Contribution Types

- **In-Kind Contributions**
 - An in-kind contribution is a contribution of goods or services or anything of value.
 - **In-kind contributions apply towards early contribution limits.**

Disclosure Requirements for Contributions

- A campaign finance report must include all contributions accepted by the committee through the end of the reporting period.
- Each contribution shall include the name, address, occupation and employer of the contributor.
- Contributions of \$50 or less may be aggregated.

Contributions Exceptions

A.R.S. §16-911

- **Campaign Volunteers** - A volunteer's services or expenses that are incurred through volunteering are not considered campaign contributions. Volunteer services are unlimited and do not need to be reported such as:
 - Travel expenses
 - Use of real or personal property
 - Cost of invitations, food or beverages - event expenses
 - Internet activity such as the use of unpaid e-mail and social media
- **Political Party Exception** - A payment by a political party to support its nominee is not a contribution (e.g. printing or distribution of voter guides, sample ballots, pins, bumper stickers, handbills, brochures, posters, yard signs and other similar materials distributed through the party). This also includes expenditures that are coordinated with the party's nominee.
- **Legal and Accounting Services** - The payment of a committee's legal or accounting expenses by any person is not considered a campaign contribution.

Campaign Expenditures

A.R.S. §16-901(25)

- **Expenditures**

- An “expenditure” means any purchase, payment or thing of value that is made by a person for the purpose of influencing an election.
- All expenditures made by the campaign committee must be reported in the period in which they are incurred.
- Participating candidates may only use campaign funds to pay for goods and services for direct campaign purposes.

Campaign Expenditures Cont.

- **Joint Expenditures**

- A joint expenditure is made when two or more candidates agree to share the cost of goods or services.

- **Reimbursements**

- A candidate may authorize an individual to make campaign expenditures as long as the campaign has sufficient funds to make the purchase. The date of the expenditure is when the purchase is made by the agent.
- If the agent uses their personal monies, a reimbursement from the campaign must be made within 7 calendar days.
- The expenditure must be reported as an itemized expenditure.

- **Expenditures for campaign consulting or advising must have a detailed description of the service provided in campaign finance reports**

Campaign Expenditures & Consultants

- A “Campaign Consultant” is any person paid by a participating candidate’s campaign or who provides services that are ordinarily charged to a person, except for services provided for in ARS §16-911(6)(b).
- Participating candidates may only make an advance payment for services if an itemized invoice is received *at the time of the advanced payment*.
 - If an invoice is not provided it will be deemed not to be a direct campaign expenditure.
 - Advance payments for postage or advertising may be advanced if a written estimate is provided and the balance returned to the candidate.
- The Commission shall be included on the mail batch for all mailers and invitations.
 - Failure to provide this information within 7 days after the mailer has been mailed may be considered as evidence the mailer was not for a direct campaign purpose.

Campaign Expenditures & Political Parties

- With the passage of Proposition 306 in 2018, participating candidates are prohibited from transferring money to political parties and/or 501(a) entities.

Fixed Assets

- A fixed asset is an item that has a value and function beyond the campaign (i.e. tablets, computers, cell phones, printers).
- Candidates that purchase a fixed asset that exceeds \$200 (including tax) have two options:
 1. Pay the Commission 80% of the original purchase price (including the tax) and keep the item.
 2. Give the item to the Commission.
- Purchase of fixed assets, or return of fixed assets, must occur within 14 days after the primary election, or general election if the candidate was successful in the primary.

Use of Prior Assets

- A participating candidate may use assets from a prior election cycle.
 - The candidate must purchase the assets from the previous campaign committee.
 - If the candidate was a participating candidate during the prior election cycle, the payment for the asset must be made to the Commission.
 - The purchase must be made for an amount equal to at least 1/5 (or 20%) of the original purchase price.
- Prior assets may not be utilized until payment has been made.

Travel Expenses

- Travel expenses that are directly related to the campaign may be paid for with campaign funds and if so, must be reported.
 - Volunteers can be reimbursed for travel expenses (up to 44.5¢ per mile).
 - Candidates may only make direct fuel purchases for their personal vehicles.
 - If a candidate makes direct fuel purchases (*candidate only*) or reimbursements for mileage (*candidate or volunteers*), **a travel log of the trip must be kept and include: date, miles traveled, and potential reimbursement rate** (up to 44.5¢ per mile).
 - Bus tickets, plane tickets, rental cars, etc. purchased on behalf of the campaign must be paid for with campaign funds and must be reported.

Food Expenses

- Maximum per person of \$11 for breakfast, \$16 for lunch, \$27 for dinner.
- All food expenditures paid for with campaign funds must be reported.
- Food expenses for candidates are discretionary.
 - Any expenditure must be directly related to a candidate's campaign

Petty Cash Expenditures

- Cash balance not to exceed \$1,520 at any time.
- Cash expenditures not to exceed \$170.
- Keep receipts for actual expenses.
- Campaign finance reports must identify the full name and street address of the person providing goods and services for expenditures paid with petty cash.
 - This includes any payment to a sub-vendor (itemization) made on behalf of the campaign.

Itemized Expenditures

- Expenditures must be itemized when:
 - A candidate has authorized another agent to make campaign purchases and personal monies are used (i.e. reimbursements).
 - Consultants or vendors use services from other vendors in their fulfillment of the candidate's campaign expenditure.
 - A candidate makes a petty cash expenditure.

Campaign Expenditures & Family

- A family member hired by the campaign must be identified as “family member” on the campaign finance reports (use the transaction memo line).
- A family member’s business hired by the campaign must be identified as “family business” on the campaign finance report (use the transaction memo line).

Additional Expenditure Limitations

- Participating candidates may not use campaign funds for the following:
 - Cost of legal defense
 - Personal use, which includes:
 - Household food items
 - Clothing (Suits, Shoes, Ties, Accessories, etc.)
 - Tuition payments
 - Mortgage, loan, rent, lease or utility payments for any part of any personal residence of the candidate or a member of the candidate's family
 - Admission to a sporting event, concert, theater, or other form of entertainment
 - Dues, fees or gratuities at a country club, health club, recreational facility or other nonpolitical organization
 - Gifts or donations
 - Fixed assets with a value in excess of \$800

Post-Election Return of Monies

- **Remaining primary monies cannot be transferred forward to the general election period.**
 - All money remaining in your account at the end of the primary election must be returned to the Commission by August 10, 2020.
 - All money remaining in your account at the end of the general election must be returned to the Commission by November 9, 2020.
 - You may only retain monies sufficient to pay any outstanding bills. Must be paid within 30 days.
 - No new bills may be incurred.

Post-Election Return of Monies

- All funds need to be returned by a cashier's check drawn on the candidate's campaign bank account.
 - Any fees for the issuance of the cashier's check are a direct campaign expenditure and should be reported on campaign finance reports.
- Candidates must account for all outstanding transactions in the funds returned to the Commission otherwise they will need to reconcile outstanding expenditures with personal monies.
 - The Commission will not issue reimbursements to candidates once the funds have been returned.
 - Participating candidates may not exceed the primary or general election spending limits.
- The Commission may waive the return of the funds if:
 - The Commission staff determines the amount to be returned to be de minimus;
 - The Commission staff determines the cost of recovery exceeds the amount of the return;
 - The funds to be returned shall not exceed \$25; and
 - The Commission is notified of any waiver of the return of funds.

Record Keeping

- Keep **all** records for 3 years, including but not limited to:
 - Bank Statements and Deposit Slips
 - Receipts/Invoices
 - Check Register
 - Travel Log
 - Contracts from vendors
 - Bills
 - Documentation of contributions from individuals
 - \$5 qualifying contribution forms
- All participating candidates will be subject to an audit. Audits will begin after either the primary or general election.
- Commission staff and auditors may request documentation.
- The candidate has the burden of proving every expenditure was made on behalf of the campaign

Campaign Finance Activity Key Points

1. Conduct all campaign finance activity through a single bank account.
2. Do not exceed contribution and expenditure limits.
3. Do not use campaign funds for personal use.
4. Remember participating candidates have the burden of proving that expenditures are for a direct campaign purpose - keep all of your records.
5. Itemize reimbursements, petty cash expenditures, or any expenditure that utilizes a subvendor.
6. Provide detailed information in the transaction memo line for any consulting services or expenditures made to family members.
7. Do not “carry over” primary money to the general election.

VOTER EDUCATION

*Candidate Statement Pamphlet
& Debates*

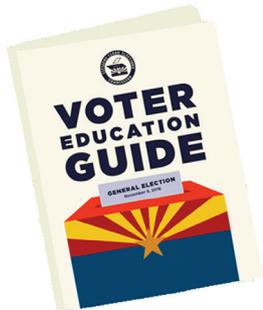
Voter Education-Debates

- Participating candidates are required to attend a Commission sponsored debate during both the primary and general election periods. Non-participating candidates are invited and encouraged to attend.
- Commission staff will notify you of the candidate debate dates.
- Failure to attend a debate may result in an enforcement action.
- Voters will be notified via multiple communication channels of the debate schedule and participants.
- Independent and write-in candidates will not be invited to participate in primary-election debates.



Voter Education Candidate Statement Pamphlet

- Candidates may submit a statement and photo for inclusion in the pamphlet which will be mailed before early voting in the primary and general elections.
- Statements and photos must be submitted online at www.azcleanelections.gov.
- Deadlines for Statements*
 - Primary – Midnight, **April 13, 2020**.
 - General – Midnight, **August 10, 2020**.
- Statements will be available in the printed pamphlet and digitally.
- Independent and write-in candidates will not be able to submit statements to the primary election pamphlet.



* dates subject to change

Candidate Compass



- Candidate Compass Tool:
 - Present information in an unbiased way
 - Let voters filter information according to the issues that matter to them
 - See where the candidates stand on the issues
 - Make sure the research tool is easy-to-use and information is presented in an easy-to-understand way
- Candidates will be able to submit their answers for Candidate Compass when submitting their statement for the candidate statement pamphlet.

Additional Materials

- **Citizens Clean Elections Guide**
 - Available online at <http://www.azcleaselections.gov/CmsItem/File/19>.
- \$5 Qualifying Contribution Forms
 - The Commission provides \$5 qualifying contribution forms (up to 20% more than the number necessary to qualify for office) and can be picked up at:
 - Citizens Clean Election Commission
1616 W. Adams St. Suite 110
Phoenix, AZ 85007
 - Available online at www.azcleaselections.gov.
- **Commission Staff**
 - Mike Becker, Policy Director
 - Gina Roberts, Voter Education Director
 - Phone: 602-364-3477
 - Toll free: 1-877-631-8891

PARTICIPATING CANDIDATE WORKSHOP

Conclusion